


Report for Week Ending 26 February 1958
from

 25X1A9a

1. Contributions (Intangible)

- a. Completed arrangements and notices for the 6 March meeting of all Area Records Officers.
- b. Prepared statements on Records Management Staff objectives for 1958.
- c. Evaluated Employee Suggestion 58-313 disapproving its adoption on the basis that the proposed letterex construction was impractical.


2. Projects Active

- a. Revision of RMS Files - 20% completed.
- b. ES 58-303, Use of Adjustable Steel Shelving for Unclassified Material--Requested price quotations from the Diebold Company on the cost of Add-A-Shelf units in three heights.

3. Projects - Inactive

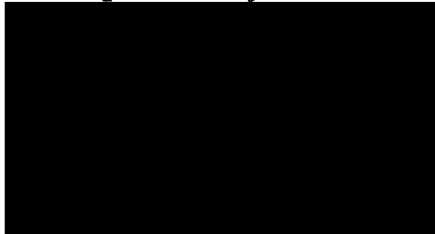
- a. Graphics Register Film Index - Still unable to contact a representative of Security to discuss modifying Roll-Dex equipment.

4. News

- a. The stocks of "letterex" recently received by the Agency from the Federal Supply Service are not compatible with former stocks still in our supply system. We have received several complaints on the new brand. I'm working with  on this problem.

25X1A9a

- b. Seven members of this staff, two from Business Machines Services, and three people from Operating Offices attended last week's IRAC meeting on Integrated Paperwork Systems.

 25X1A9a